



Public Health

100 Years of Service ★ 1913-2013

DURHAM COUNTY ENVIRONMENTAL HEALTH

Catering Plan Review and Permit Application

"Caterer" means a person operating from a permitted food service establishment who makes an agreement with one individual or firm to provide a predetermined quantity of food on a specific date or dates at a site not open to the general public. North Carolina food rules from Title 15A, Subchapter 18A of the North Carolina Administrative Code can be found at

<http://ehs.ncpublichealth.com/rules.htm>

Catering Company Name: _____

Establishment Address: _____

City: _____ State: NC Zip Code: _____

Billing Address (if different): _____

City: _____ State: _____ Zip Code: _____

Phone: ____ - ____ - ____ Fax: ____ - ____ - ____ Cell: ____ - ____ - ____

Email Address: _____

Website Address: _____

Owner / Manager Name: _____

A signed commissary agreement is required for this box

Name of Commissary (if using one): _____

Address: _____

City: _____ Zip Code: _____ County: _____

Phone: ____ - ____ - ____ Fax: ____ - ____ - ____ Cell: ____ - ____ - ____

Email Address: _____

Owner / Manager Name: _____

Catering Plan Review and Permit Application continued

A. Transportation of Catered Food

BRIEFLY describe your delivery transportation methods for the following:

Cold Foods

Hot Food

Delivery / Transportation Equipment Description

Type of Equipment	Capacity	Quantity
E.g. Cambro	4 hotel pans	4 units

B. Food Serving Equipment

Will be renting serving equipment? Yes No

If No, where will you store equipment you own?

Please describe:

Catering Plan Review and Permit Application continued

C. Food Preparation Procedures

Specialized Processes

A State Variance application is required to be submitted to the State Variance committee for approval.

Circle any specialized processes that will take place:

Curing	Smoking (sushi, etc.)	Acidification
Sprouting Beans	Reduced Oxygen Packaging (eg: ROP, Vacuum packaging)	Other

Thawing

Check the appropriate box to indicate how food will be thawed.

Thawing Process	Meats	Seafood	Poultry	Vegetables	Other
In Refrigerator					
Under Running Water					
Cooked Without Thawing					
Thawed in Microwave as Part of Cooking Process					

Check the appropriate box to indicate how food will be cooled rapidly from above 135° to below 45° after being cooked.

Cooling Process	Meats	Seafood	Poultry	Vegetables	Soups	Sauce
In the refrigerator Using Shallow Pans						
In an Ice Bath						
Using a Blast Chiller						

Produce:

Will produce be purchased fully prepared and pre-rinsed?

Yes No

If NO, where will produce be prepared and / or rinsed?

Additional information:

Catering Plan Review and Permit Application continued

Food Preparation Procedures continued

Seafood:

Will Seafood be purchased fully prepared and pre-rinsed? Yes No

If NO, where will seafood be prepared and / or rinsed?

Additional information:

Poultry:

Will poultry be purchased fully prepared and pre-rinsed? Yes No

If NO, where will poultry be prepared and / or rinsed?

Additional information:

Meat: (pork and / or red)

Will meat be purchased fully prepared and pre-rinsed? Yes No

If NO, where will produce be prepared and / or rinsed?

Additional information:

Complete Section "D" only if you own the permitted kitchen

D. Utilities information

Water Supply–Sewage Disposal

Water Supply: City _____ Well _____

Sewer: City _____ Onsite _____

Water Heater Specifications:

Manufacturer Model	BTUs
Capacity (Gallons)	Kilowatts
Recovery @ 100°F Rise	Rating

Dish machine:

Make _____

Model _____

Booster Heater: Yes _____ No _____ GPH _____

Chemical Sanitizer Yes _____ No _____

Leased Machine Yes _____ No _____

Three-Vat Pot Wash Sink:

Vat Size (Length in inches (front to back x Width x Depth) _____ "x" _____ "x" _____ "

Drain Board Length _____ "x" _____ "x" _____ "

Indirect Drains: Yes _____ No _____

Can Wash (36" x 36") Facilities:

Location

Disposal of Solid Waste:

Dumpster	Roll out Cart
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Catering Plan Review and Permit Application continued

- After applications are processed by the business office, contact Environmental Health Plan Review Specialist for a permit evaluation appointment at 919-560-7819.
- Permit issuance is by appointment only and is conducted at the kitchen location.
- All **CATERING equipment, including transport equipment**, must be present during permitting evaluation.
- Completed applications can be emailed to healthinspector@dconc.gov , mailed or faxed to 919-560-7830.
- Environmental Health Office hours are Monday through Friday 8:30 am to 5:00 pm
- Payment can be mailed, presented in person or credit card. Checks must be made out to **Durham County Environmental Health. NO counter checks will be accepted.**

This application will not be accepted for processing without:

- **Completed** Catering Plan Review Application including;
- Manufacturer specification sheets for each piece of new equipment.
- All **CATERING equipment, including Transport equipment**, must be NSF listed, UL classified for sanitation or be constructed to meet NSF/ANSI standards.
- Proposed or sample menu
- **Plan Review Fee of \$100**
- Caterers using a commissary or renting space from permitted kitchens must submit a signed **Commissary Agreement for approval**, see attached.

I certify that the information in this application is correct, and I understand that any changes may void or delay plan approval.

Name: _____
PLEASE PRINT NAME

Signature: _____ **Date:** _____
(Owner or Responsible Representative)